

Speaker's Planning Information

6/82

I. Planning a presentation to an organization

A. Confirm with the organization's contact person:

1. date, time, exact location, room (size), length of presentation, other agenda items
2. size of group, age, special interests
3. equipment: microphone, podium, tables (one for literature), etc.

Suggestions:
 1. AASA.
 2. literature
 3. V. speaking

statement
 1. not giving reasons
 2. oppose proliferation -
 3. 200,000 jobs a year - #3.

1. advance to church hrs.
 2. advancement letter
 3. event
 4. A.P.S. 6-9m

B. Coordinate speaking team:

1. Try to have 2 or 3 speakers
2. Delegate responsibilities and share speaking time

C. The actual presentation:

1. Rehearse aloud - you'll find your areas of weakness quickly. Time yourself.
2. Be on time to the presentation.
3. Introduce yourselves, AAND, and perhaps, why you got involved.
4. State the purpose of your presentation:
 - a. AAND

visit for survivors bill.
 2-130 million hrs of our savings

b. Campaign for Nuclear disarmament

c. Ways individuals and organizations can get involved:

- (1) Join AAND and/or attend next meeting (announce dates)
- (2) Support and participate in upcoming events
- (3) Provide a written endorsement of AAND and events
- (4) Form a committee within your organization to work with AAND
- (5) Organize other presentations to community/ groups
- (6) Help with petitions, fundraising, etc.
- (7) Letter writing and/or contacting congress people
5. Question and answer period.
6. Closing, thanks.

16823 Raymond Place

ASIAN AMERICANS FOR NU

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IDENTIFY SUPPORTIVE POLITICIANS...

